



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE ASSOCIATE
3	Posting Number	PN# 110868
4	Department	FINANCE & ADMINISTRATION
5	Division	Government Affairs & Policy Planning
6	Section	
7	Reporting Location	City Hall
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Composes, edits and types correspondence, memos, research material, reports, directives, etc. Schedules and organizes meetings, appointments, conference calls, and events. Processes various administrative information and reports and maintains a filing system. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent administrative and reference information. Assists in planning and implementing department sponsored activities and programs. Primary responsibility is answering telephones and directing to appropriate person. Proficient in computer skills. Performs other duties as requested.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None	
14	<u>PREFERENCES</u> None.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div><u>Salary Range - Pay Grade 13</u> \$824 - \$1,154 Biweekly \$21,424 - \$30,004 Annually</div>	
18	<u>OPENING DATE</u>	May 31, 2006
19	<u>CLOSING DATE</u>	June 6, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. For application status inquiries, please call 713.837.9249. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.	
An equal opportunity employer		